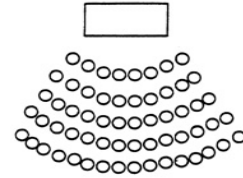


Room Set-up Styles

Theatre Style – Chairs lined up in rows facing the front of the room. Tables are not used in this set-up. This set-up is efficient with the participants are part of an “audience”. This works well for large meetings or for small breakout sessions when writing is not required. It is not suggested for food events or when notes are to be taken.

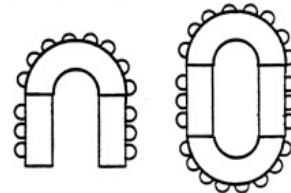


Chevron Style – Theatre Style Chairs set up at an angle facing the front of the room. This angling of the chairs allows better view for the participants to the front of the room. By off-setting the chairs, participants have a better opportunity not to be looking over another’s head. Keep in mind that this set up will decrease the number of people that will fit in a room.

Classroom Style – Long, narrow tables placed in rows with chairs on one side of the table facing the front of the room. This is ideal for note taking, use of reference materials and laptops. This is the most comfortable for long sessions. This would not be used for groups that require interaction as participants are looking at one another’s backs.

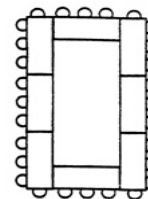
Herringbone Style – Classroom Style set-up at an angle facing the front of the room. This is the ideal angle for the speaker to see all participants. It is usually easier for participants to see visual aids. Keep in mind that this will limit the amount of people able to fit into the room.

U-shape Style – Rectangle tables are placed in a pattern resembling the letter “U”. Chairs are usually placed around the outside of the “U”. This set-up works well for smaller groups with discussion, the viewing of visual aids and a speaker at the opening of the “U”. Not recommended for groups larger than 25 – as the shape becomes too long and participants are not able to see or hear one another well.



Hollow Square – Rectangle tables are placed in a pattern that resembles a square. This works well for groups wanting to look at all participants face to face. This set-up does not work well for groups with speakers and/or visual aids. Not recommended for groups larger than 25 – as the shape becomes too long and participants are not able to see or hear one another well.

Conference Style – Also known as “board room style”. Refers to “one” table with all participants seated on sides of the table. This set-up promotes dialog between participants. If a permanent conference or board table is not available, several tables can be placed together to create one table large enough for participants. Keep in mind the larger the table, the more difficult for participants to interact with one another.



Spoke - 8ft. tables set in a semi-circle with the ends facing the screen, podium, audio-visual equipment. This is a great set-up for groups with interactive general sessions. Team tables may easily work on projects or team building activities at their individual tables without losing time leaving the general session room.

Half Rounds – Round banquet tables with chairs set at the “half round” or around only one half of the table. Leaving the half closest to the front of the room open – allowing all participants able to see the front of the room without turning. Note that this set-up doubles the amount of space needed for the number of people attending. Ideal for meetings with needs for small group interaction as well as speakers and visual aids. Typically five (5) chairs on the half round.

Banquet Style – Round tables with chairs around the table. Tables may be 8', 10' or 12' in diameter. Particularly with banquet rounds for meals – do not over seat each table. Guests should have plenty of “elbow room” to eat their meal.

